

**Department of Social Services
Bureau of Rehabilitation Services**

EDUCATION SERVICE SPECIALIST

POSTING DATE: August 10, 2006

CLOSING DATE: August 25, 2006

[**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**](#)

The Department of Social Services Bureau of Rehabilitation Services (BRS) presently is recruiting to fill an Education Service Specialist position in its Connect to Work Center at its Central Office location in Hartford. The incumbent in this position will coordinate specific Center activities.

OPEN TO: Department of Social Services Employees Only

POSITION: Education Service Specialist / Connect to Work

BARGAINING UNIT: P3-A Education Administrators

SALARY RANGE: \$63,962 - \$83,003 (EA-30)

LOCATION: Department of Social Services
Bureau of Rehabilitation Services
25 Sigourney Street
Hartford, CT 06106

RESPONSIBILITIES: Serve as an Education Service Specialist within the Connect to Work Center of BRS. A primary purpose of the Center is to identify barriers and disincentives to employment that prevent individuals with the most significant disabilities from entering and remaining in the workforce, and to propose solutions through new policy and program development. Key responsibilities for this position will include coordination of local level, business-led strategic planning efforts, provision of technical assistance, development and monitoring of contracts, and linkages between local efforts and the statewide strategic plan. In addition, this position requires the individuals to conduct policy and program analysis, coordinate evaluation activities, develop public/private partnerships to support the goals of the programs; track existing and proposed laws and regulations; identify and prioritize issues in terms of their impact; identify and disseminate best practices; and serve as a resource person with local, state and federal stakeholders. Throughout the strategic planning process, the individual in this position will conduct training and outreach sessions as necessary, requiring the preparation of written and oral reports on issues, strategies and outcomes. The position will require the performance of other duties and special assignments as designated by the Center director.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge and understanding of public policy, planning, development and implementation; strong organizational/technical ability; strong research skills; strong oral communication and writing skills; strong skills in program and budget management; strong skills in the use of personal computers (PC's), including Microsoft Office Programs; strong interpersonal skills; experience in short and long range planning activities. Demonstrated marketing, public relations and/or sales skills.

EXPERIENCE AND TRAINING: A Master's degree and (3) years professional experience or in lieu thereof an equivalent combination of experience and training as approved by the Bureau. Experience in corporate marketing, sales and/or human resources preferred. The Department encourages those applicants who do not meet the stated qualifications, but believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please mail your completed original State of Connecticut Application (Form PLD -1) and a Resume to:

**Melvin A. Jackson, Principal Personnel Officer
Department of Social Services
25 Sigourney Street, 12th Floor, Hartford, CT 06106
Fax (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY: August 25, 2006

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY /AFFIRMATIVE ACTION EMPLOYER